

2031

AGREEMENT

Between

HIGH POINT REGIONAL BOARD OF EDUCATION

and

HIGH POINT REGIONAL SECRETARIAL STAFF

July 1, 1991 - June 30, 1994

TABLE OF CONTENTS

ARTICLE		Page No.
I.	Recognition	1
II.	Grievance Procedure	2
III.	Work Schedule	4
IV.	Temporary Leave of Absence	6
V.	Tuition Reimbursement	9
VI.	Insurance Protection	10
VII.	Inservice Program	12
VIII.	Salaries	13

ARTICLE I

The Board hereby recognizes for the purpose of discussing and conferring concerning grievances and terms and conditions of employment for all full time and regularly contracted part time personnel employed by the Board, under contract, to include:

Secretary to the Principal
Secretary to the Assistant Superintendent
Secretaries to the Vice Principals
Computer Technician
Secretary in Special Services
Secretary in Board Office
Library Technician
Vocational Guidance Secretary

but excluding:

Secretary to the Superintendent
Secretary to the School Business Administrator
Secretary in the Transportation Jointure

ARTICLE 11

GRIEVANCE PROCEDURE

Any employee who has suffered a loss due to an alleged misinterpretation, misapplication or violation of the terms of this Agreement, or Board policies and administrative decisions which involve terms and conditions of employment shall have a right to file a grievance, in writing, with their immediate supervisor within twenty (20) working days of the alleged occurrence. Any grievance so filed shall be on a form containing a statement of the contract or the policy provision alleged to have been violated, the nature of the loss to the employee and a statement of the remedy being sought. After an investigation of the alleged grievance, the immediate Supervisor shall provide a response to the grievance in writing within seven (7) days.

If the Grievant is dissatisfied with the decision of the immediate Supervisor, he/she may proceed with the grievance by filing it in writing to the Building Principal, if the Principal was not the immediate Supervisor in the first step, within seven (7) days of the response by the immediate Supervisor. The Building Principal shall then investigate the grievance and respond to the grievant in writing within seven (7) days.

If the grievant is not satisfied with the decision of the Building Principal, then within seven (7) days of the decision of the Building Principal, the grievant may appeal to the Superintendent of Schools. The Superintendent of Schools

Grievance Procedure

shall investigate the grievance and respond to the grievant in writing within fourteen (14) days. If the grievant is not satisfied with the decision of the Superintendent of Schools, then within ten (10) days of the decision of the Superintendent of Schools, the grievant may appeal this matter to the Board of Education.

Any grievance which is not pursued within the prescribed time limits, shall be deemed waived and a decision at the prior level shall be final. Any failure to respond to a grievance within the prescribed time limits shall automatically move the grievance to the next level.

ARTICLE III
WORK SCHEDULE

A. Daily Work Hours

1. Work hours for all secretaries shall be seven (7) hours per day excluding a forty five (45) minute lunch period and one fifteen (15) minute break in the morning. Such hours shall be scheduled by the administration between 7:30 a.m. and 4:00 p.m.
2. Secretaries shall not be required to report to work on inclement weather days when school is cancelled for pupils and teachers.
3. Summer hours will commence for all secretaries on the day after graduation or teacher check out (whichever is the later) and will terminate on Labor Day. Summer hours shall be from 8:30 a.m. to 3:00 p.m. with one (1) hour for lunch. Each employee shall receive a fifteen (15) minute coffee break in the morning.
4. All secretaries shall receive one (1) hour for lunch on any days that the cafeteria does not serve lunch.

B. Vacation

1. Vacation will be taken during the months of July and August. Upon special request, a secretary may apply for use of vacation time outside of July and August. The decision of such a request will be determined as recommended by the immediate administrator to the Superintendent.

No vacation will be permitted during the full week prior to the opening of school.

Vacation shall be earned as follows:

After one full year of service	10 working days
After five full years of service	15 working days
After ten full years of service	one (1) additional vacation day for each additional year of service; the total not to exceed twenty (20) working days

If an employee is hired between the period of July 1 and September 1, the above policy will be in effect. All others hired after September 1 will receive a pro-rated vacation.

c. Holidays

1. Secretaries shall be entitled to the following paid holidays for the 1991-92, 1992-93 and 1993-94 school year:

July 4
Labor Day
Veterans Day*
Thanksgiving Day
Day After Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Washington's Birthday
Good Friday
Memorial Day

*The above holidays that are not included as part of the school year calendar may be substituted for another day with the Superintendent's approval. Total paid holidays not to exceed 12.

When school is not in session and legal holidays fall on the weekend, they will be observed on the nearest work day either Friday or Monday.

2. Secretaries shall be entitled to two (2) days off with pay for the New Jersey Education Association Convention. No proof of attendance at the convention shall be required.
3. If school is open for students on any of the holidays listed in C-1, secretaries shall work and receive the equivalent of straight compensatory time. Such time shall be mutually scheduled between secretaries and the Superintendent of Schools.

If school is not open for students on a holiday listed in paragraph C-1, compensatory time shall be at the rate of time and one half. Such time shall be mutually scheduled between secretaries and the Superintendent. Compensatory time given at the rate of time and one half must receive written authorization from the Superintendent prior to the holiday.

4. Coverage must be provided in the Central Offices and high school offices when school is not in session during vacation periods, except on the days listed in C-1 - observance of a legal holiday.

For example for the 1991-92 school year, coverage must be provided on December 26, December 27 and December 30, February 18, 19, 20, 21, April 20, 21, 22, 23, and 24. All personnel may be assigned to cover any areas that may need coverage.

ARTICLE IV

TEMPORARY LEAVE OF ABSENCE

A. Sick Days

Secretaries shall be entitled to fourteen (14) accumulative sick days per year.

B. Personal Days

Secretaries shall be entitled to personal leave up to a total of five (5) days. This absence is not chargeable to sick leave nor is it accumulative.

Personal leave may be granted for the following reasons:

1. Death in the immediate family. (Immediate family to include: mother, father, husband, wife, sister, brother, son or daughter, father in law, mother in law, sister in law, brother in law, son in law or daughter in law.)

2. Serious illness in the immediate family. Leave will be granted for serious illness within the immediate family. Supportive testimony by a physician may be required by the administration.

3. Court Subpoena

4. Personal business which cannot be handled outside of school hours.

5. Time necessary for persons called into temporary active duty of any unit of United States Reserve or State National Guard. A secretary shall be paid his/her regular pay in addition to any pay which he/she receives from the State or Federal Government, provided such obligations cannot be fulfilled on days when school is not in session.

Article IV - cont.

Temporary Leave of Absence

All request for personal leave are subject to approval by the Superintendent and must be made in writing at least one week prior to intended absence. In the case of an emergency, the Superintendent should be notified as soon as possible. Additional personal days may be granted by the Superintendent in emergency situations.

C. Maternity Leave of Absence (WORDING FROM TEACHERS CONTRACT)

1. General Policy Statement

The Board of Education shall grant leave of absence for maternity, without pay, to any regularly employed staff member, who has been employed two (2) years or more, upon written request for such leave, accompanied by the proper certification of pregnancy by the employee's physician.

Sick leave may be applied under the guidelines of the law.

2. Application for Leave

- a) The employee shall notify the administration as soon as pregnancy is determined. This notification is to include the expected date of delivery and attending physician's name, address and telephone number.
- b) Upon receipt of this notification, a medical capability report may be mailed to the physician and a date determined for termination of active service.
- c) At least five (5) months before the termination date, an application for maternity leave must be filed with the Superintendent.

3. Commencement of Leave

Leaves will normally begin on the date mutually agreed to by the employee, or physician, and the school administration and shall extend to the reinstatement date.

4. Employee Capability

When in the opinion of the Board, an employee's condition is in jeopardy, or her job performance is declining, the Board has the right to require a medical examination by her physician, at its expense. Upon the recommendation of the medical examiner, the Board reserves the right to place the employee on maternity leave immediately.

C. Maternity Leave of Absence - cont.

5. Duration of Leave

Such a leave of absence shall be for a period not to exceed two (2) full calendar years beyond the date of which such leave becomes effective. However, under certain circumstances, the leave may be renewed at the discretion of the Board.

6. Time and Return from Leave

Secretaries who have been on maternity leave status normally will return at a time mutually acceptable to both the Board and the secretary.

ARTICLE V
TUITION REIMBURSEMENT

Secretaries may request and receive approval from the Superintendent of Schools for reimbursement for the cost of tuition. Such approval shall be granted for such course(s) to be taken to improve secretarial skills or job related skills or such courses in a specific degree program--if degree program relates to skill improvement on job, such as business degree or accounting degree.

No individual shall receive more than reimbursement for nine (9) credits at \$65 per credit from July 1 to June 30.

Reimbursement will be made only for secretaries who earn a grade of "C" or better for their course.

Professional days will be allocated for secretaries when recommended by their immediate supervisor as being of benefit to their job performance or district goals. Their days off will be charged to professional. Tuition reimbursement approval must be granted by the Superintendent.

ARTICLE VI.

INSURANCE

- A. 1. The Board of Education shall provide a hospitalization plan for the employees on a single coverage basis. The Board shall also provide one hundred (100%) percent for the PACE plan, in accordance with the limitations contained in the Memorandum of Understanding dated October 28, 1980.
- 2. Effective July 1, 1983, the health care package be improved to include spin-off and laboratory x-ray services at Board expense accordance with the limited contained in the Memorandum of Understanding dated June 30, 1982.
- B. The insurance carrier shall be determined by the Board of Education. Any new carrier chosen by the Board shall provide benefits equal to or better than those provided by the previous carrier.
- C. The Board of Education shall pay one hundred (100%) percent of the premium for the existing dental insurance plan,
- D. The Board of Education shall pay one hundred (100%) percent of the premium for the existing prescription drug program. Employees shall be required to pay a \$3.00 co-pay charge for all prescription drugs.
- E. Any employee on an extended medical leave (including disability for child birth) shall remain in the insurance

programs at the Board's expense for ninety (90) days after his/her sick leave expires.

- F. The maximum amount claimable under the major medical coverage shall be increased to an unlimited amount.
- G. The insurance carrier may require a staff member to obtain a second medical opinion prior to surgery.

**ARTICLE VII
INSERVICE PROGRAMS**

Recognizing the value of ongoing inservice development, the Superintendent authorized the secretaries to become involved in an inservice program to improve skills at their jobs.

A committee of three (from the various sections of the building) will be formed to work with our in-service director (the Asst. Supt.) to provide input and suggestions and discuss the possibility of instituting a program at the half day staff inservice programs scheduled.

ARTICLE VIII

LONGEVITY & SALARY GUIDES

Longevity shall be paid as follows after completion of the below listed years of service within the High Point Regional School District:

Effective July 1, 1991

12 years	\$700 Per Year
17 years	\$700 Per Year
21 years	\$700 Per Year
25 years	\$700 Per Year

PAY FOR ACCUMULATED SICK LEAVE

- A) Secretaries must have ten years of service with the High Point Regional School District.
- B) Actual retirement rather than vesting or any other separation from the school district.
- C) Compensation at the time of retirement shall be as follows: \$50 per day to a maximum of 130 compensable days for retirements effective July 1, 1992; \$50 per day to a maximum of 140 compensable days for retirements effective July 1, 1993 and \$50 per day to a maximum of 150 compensable days for retirements effective July 1, 1994.

**SALARY GUIDES
SECRETARIES
1991-92**

STEP	ASST. SUPT. PRINCIPAL	VICE PRINCIPAL	COMPUTER TECH. SPECIAL SERVICES GUIDANCE BOARD OFFICE	LIBRARY TECH. VOC. GUIDANCE
1	20,585	19,200	16,585	15,010
2	21,305	19,800	17,305	15,560
3	22,025	20,400	18,025	16,110
4	22,745	21,000	18,745	16,660
5	23,465	21,600	19,465	17,210
6	24,185	22,200	20,185	17,760
7	24,905	22,800	20,905	18,310
8	25,625	23,400	21,625	18,860
9	26,345	24,000	22,345	19,410
10	27,065	24,600	23,065	19,960
11	27,785	25,200	23,785	20,510
12	28,505	25,800	24,505	21,060
13	29,225	26,400	25,225	21,610
14	29,945	27,000	25,945	22,160
15	30,665	27,600	26,665	22,710
		33,845 (OFF)		29,190 (OFF)

**SALARY GUIDES
1992-93
SECRETARIES**

STEP	ASST. SUPT. PRINCIPAL	VICE PRINCIPAL	COMPUTER TECH. SPECIAL SERVICES GUIDANCE BOARD OFFICE	LIBRARY TECH VOC. GUIDANCE
1	21,925	20,430	17,535	15,735
2	22,645	21,030	18,255	16,285
3	23,365	21,630	18,975	16,835
4	24,085	22,230	19,695	17,385
5	24,805	22,830	20,415	17,935
6	25,525	23,430	21,135	18,485
7	26,245	24,030	21,855	19,035
8	26,965	24,630	22,575	19,585
9	27,685	25,230	23,295	20,135
10	28,405	25,830	24,015	20,685
11	29,125	26,430	24,735	21,235
12	29,845	27,030	25,455	21,785
13	30,565	27,630	26,175	22,335
14	31,285	28,230	26,895	22,885
15	32,005	28,830	27,615	23,985
		35,905 (OFF)		30,860 (OFF)

**SALARY GUIDES
SECRETARIES
1993-94**

STEP	ASST. SUPT. PRINCIPAL	VICE PRINCIPAL	COMPUTER TECH. SPECIAL SERVICES GUIDANCE BOARD OFFICE	LIBRARY TECH. VOC. GUIDANCE
1	23,485	20,780	18,665	16,595
2	24,205	21,500	19,385	17,145
3	24,925	22,220	20,105	17,695
4	25,645	22,940	20,825	18,245
5	26,365	23,660	21,545	18,795
6	27,085	24,380	22,265	19,345
7	27,805	25,100	22,985	19,895
8	28,525	25,820	23,795	20,445
9	29,245	26,540	24,605	20,995
10	29,965	27,260	25,415	21,545
11	30,685	27,980	26,225	22,095
12	31,405	28,700	27,035	22,645
13	32,125	29,420	27,845	23,195
14	32,845	30,140	28,655	23,745
15	33,565	30,860	29,465	24,295
	38,185 (OFF)		32,710 (OFF)	